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**From:** Hebert, Suzana (EHS)  
**Sent:** Thursday, February 07, 2013 7:04 AM  
**To:** /o=Commonwealth of Massachusetts/ou=MassMail-01/cn=Recipients/cn=Barbara.Daley;  
/o=Commonwealth of Massachusetts/ou=MassMail-01/cn=Recipients/cn=CScimone;  
/o=Commonwealth of Massachusetts/ou=MassMail-01/cn=Recipients/cn=Jill.Watts;  
Allen, Dorothy (DPH); Amaral, AnnMarie (DPH); Anderson, Darryen (DPH); Asamoah, Obiri (DPH); Bain, Ian (DPH); Beacham, Karyn (DPH); Beck, Ann (DPH); Bonavita, Julia (DPH); Borne, Alan (DPH); Borne, Deborah (DPH); Cabral, Randal (DPH); Calvagna, Patricia (DPH); Cambria, Marguerite (DPH); Carey, Lisa (DPH); Carson, Susan (MED); Casaletto, Linda (DPH); Cash, Steve (DPH); Cavallari, Edward (DPH); Chadorowsky, Joe (DPH); Chen, Karen (DPH); Chu, Irene (DPH); Cleghorn, Maria (DPH); Clemons, Cyndi (DPH); Cochran, Jennifer (DPH); Conley, Diane (DPH); Consolo, Carolyn (DPH); Conz, Carol (DPH); Danforth, Deborah (DPH); Davis, Pam (DPH); Day, Emile (DPH); Delgado, Marie (DPH); DiMartino, Paulette (DPH); Dinkins, Debra (DPH); Dooley, Jacqueline (DPH); Drinkwater, Justine (DPH); Dyer, Sharon (DPH); Ferreira, Lisa (MED); Gangemi, Mary-Ann (DPH); Greenidge, Althea (DPH); Hanchett, James (DPH); Hankerson, Jacqueline (DPH); Hawthorne, Dean D (DPH); Hillery, Veronica (DPH); Hilton, Joyce (DPH); Jose, Maricel (DPH); Keddie, Andrea (DPH); Kurtis, Gerald (DPH); Lafontant, Latania (DPH); Lancto, Denise (DPH); McCollem, Tom (EHS); McCue, Terry (DPH); McGeown, Catherine (DPH); McLaughlin, Maryellen (DPH); McSheffery, Christina (DPH); McVarish, Marianne (DPH); Mendes, Marjorie (DPH); Muzhuthett, Paul (DPH); Nguyen-Vu, Elizabeth (DPH); O'Brien, Elisabeth (DPH); OConnell, Kathy (DPH); OConnor, Ron (DPH); Penrose, Kate (DPH); Phillips-Scott, Sadie (DPH); Prendergast, Tom (DPH); Purtell, Joe (DPH); Rao, Shyamala (DPH); Reeves, Vickie (DPH); Riley, Margaret (DPH); Sadowski, Jennifer (MED); Salem, Sharon (DPH); Saunders, Della (DPH); Sheils, Alanna (DPH); Small, Linda (DPH); Stanton, Louann (DPH); Sullivan, Julie (DPH); Tessier, Susan (DPH); Thermo, Marjorie (DPH); Thompson, David (DPH); Tyson, Julie (DPH); Walker, Patricia (DPH); Harrison, Deborah (EHS)  
**Cc:** Shetler, Christopher (EHS); Cormier, Carol (EHS)  
**Subject:** FW: Potential Storm on Friday  
  
**Importance:** High

Morning Everyone,

Please share this information with staff members within your groups.

Thank you

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**From:** Jerome, Lana (HRD)  
**Sent:** Wednesday, February 06, 2013 5:19 PM  
**To:** HRD-DL-MassHRESC Contacts  
**Subject:** Potential Storm on Friday

As you may know, we are forecasted to receive a significant amount of snow on Friday. I wanted to share our plans should the Governor declare a state of emergency and release non-emergency personnel.

As a preemptive measure, you may want to ask staff to submit their time first thing Thursday morning, and ask approvers to approve the time Thursday as well. Our reminder notifications will go out as planned but this may help mitigate outstanding issues should staff be released early on Friday. Please remind staff that if their time changes after they have submitted it, they need to update their timesheet and alert their approver to reapprove. The proper code to use if released due to a state of emergency is "WEA."

Should Governor Patrick declare a state of emergency, the ESC will operate under normal hours of operation with a skeleton crew on Friday and be closed on Saturday. Our phone message will be updated accordingly.

Should you have any questions, please feel free to email me. Thank you.